



Office of the Secretary

Direct Line: 633-7208 / 7228
Fax: 636-4876
DETxt : 0919-4560027
E-mail: osec@deped.gov.ph
Website: <http://www.deped.gov.ph>

April 27, 2004

DepED MEMORANDUM
No. **188**, s. 2004

**ATTENDANCE TO THE HUMAN RESOURCE DEVELOPMENT ACTIVITIES
OF THE PERSONNEL OFFICERS ASSOCIATION
OF THE PHILIPPINES, INC. (POAP)**

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. The Personnel Officers Association of the Philippines, Inc. (POAP) announces the conduct of the thirteen (13) Human Resource Development (HRD) activities for CY 2004.
2. These activities aim to enhance and strengthen skills of the officials and employees in the field of progressive personnel/HR management. These activities include annual conferences of HR officials and employees of the government bureaucracy on issues of national concern, seminars, workshops and training courses.
2. Participants to these activities are government HR officers, managers and practitioners and others interested in the practice of sound government HR administration.
3. Enclosed are the list of HRD activities and the Registration Form.
4. For more information, please contact POAP at tel. nos. (02) 373-0817, (02) 373-3525, (02) 373-3468 or cell no. 0918928-2888.
6. Immediate dissemination of this Memorandum is desired.


EDILBERTO C. DE JESUS
Secretary

Encls.: As stated
Reference: None
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index under the following subjects:

CONFERENCES
SOCIETY or ASSOCIATIONS
WORKSHOPS

Madel:c:POAP
04-18-04

(Enclosure No. 1 to DepED Memorandum No. 188, s. 2004)



PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC.

Room 310 Delta Bldg., West Avenue, West Triangle, Quezon City 1104

eMail: poap_org@vasia.com ☎ (02)373-0817; (02)373-3468; (02)373-3525; (0918)928-2888

HRD ACTIVITIES FOR 2004

Date	Type of Activity	Seminar/Course Title	Place	Trainer/ Resource Person(s)
Apr 19-22	Seminar (Non-Residential)	"Employee Relations"	Venus Parkview Hotel, Baguio City	Bactad & Barriatos
Jul 26-29	Seminar (Non-Residential)	"Your Job: Price or Prize?"	Barceló Asturias Hotel, Puerto Princesa City	Gatchalian, et al.
Aug 17-20	Training Course (Residential)	"Conflict Management"	Aloha Hotel, Manila	Barker
Aug 17-20	Training Course (Residential)	"Effective Written Communication Skills"	Aloha Hotel, Manila	Quintana
Aug 17-20	Training Course (Residential)	"Managing Personnel Records"	Aloha Hotel, Manila	Arceo
Sep 07-10	Training Course (Residential)	"Effective Oral Communication Skills"	Aloha Hotel, Manila	Bactad
Sep 07-10	Training Course (Residential)	"Organizational Discipline and Administrative Accountability/Responsibility" (for non-lawyers only)	Aloha Hotel, Manila	Barriatos
Sep 07-10	Training Course (Residential)	"Effective Planning and Budgeting"	Aloha Hotel, Manila	Gatchalian & Cordon
Sep 20-23	Seminar (Non-Residential)	"Emerging Leadership of HR Practitioners"	Grand Men Seng Hotel, Davao City	Paruñgao, et al.
Oct 19-22	Training Course (Residential)	"Tools & Techniques for Developing Effective Work Teams"	Aloha Hotel, Manila	Quintana
Oct 19-22	Training Course (Residential)	"Career Planning and Development"	Aloha Hotel, Manila	Mendiola
Oct 19-22	Training Course (Residential)	"Core Competencies for HRMOs"	Aloha Hotel, Manila	Jorge
Dec 06-09	Convention (Non-Residential)	31 st National Conference on Public Personnel Administration	GSIS, Pasay City	

Seminar (non-residential) Fee : P4,800.00
P4,500.00 only for POAP members in good standing.*

Training (residential) Fee : P8,500.00
P8,200.00 only for POAP members in good standing.*

* On record as of January 31, 2004.

OTHER TRAINING COURSES OFFERED: Andragogy; Building Partnerships; Designing A Training Program; Developing Effective Work Programs; Developing Skills for Collective Negotiation; Employee Counseling & Grievance Handling; Fostering Employee-Employer Relationship; HR Information System (eHR); Job Evaluation/Analysis; Organizational Culture and Management; Organization Development; Personnel Evaluation Systems; Practical Accounting & Finance for HRMOs; Stress Management; Total Quality Management; and, Transformational Leadership.

OFFICE OF THE
(Enclosure No. 2 to DepED Memorandum No. 188, s. 2004)



PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES

Room 310 Delta Bldg., West Avenue, West Triangle, Quezon City 1104 e-mail: poap_org@va

☎ (02)373-0817; (02)373-3468; (02)373-3525; (0918)928-2888

2004 HRD PROGRAMS FOR GOVERNMENT HUMAN RESOURCE PRACTITIONERS

Registration Form

(Please Print)

First Name:		M.I.:	Last Name:	
Position:		Agency:		
Designation (if any):				
Agency Address:		Tel. Nos. () ()		
website &/or e-mail address:		zip code:	Fax Nos. ()	
Residence Address:		Tel Nos. ()		
e-mail address:		zip code:	Cell Phone Nos.: ()	
Gender: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Birthdate:	Civil Status: <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOW/ER <input type="checkbox"/> SEPARATED		
HIGHEST EDUCATIONAL ATTAINMENT (DEGREE):			Major Subject:	

I am attending the Seminar/Course on _____
on _____, 2004 at the _____.

Attached is my Training Fee of Php _____

Cash

Cheque: Drawee Bank & Branch _____ Nos. _____

Signature:	Date:
------------	-------

Participation Fee (OR No. _____)	Date	Issued by	Table/Row-Seat No.:
-------------------------------------	------	--------------	---------------------